



ST PAUL'S SCHOOL
Est. 1509

HEAD OF DEPARTMENT

JOB DESCRIPTION

Please read in conjunction with the Assistant Teacher Job Description

Department Academic

Line Manager Director of Studies

Duties

To manage efficiently the curriculum, staffing and resources of the department, and to contribute with other Heads of Department to the academic development of the School. The principal duties of the Head of Department are:

- to promote and develop the subject within the school;
- to plan, implement and keep under constant review the subject curriculum for each year group from 13 to 18, to co-ordinate schemes of work, and to administer appropriate progress tests, assessments and examinations (including entrance and scholarship examinations) as required;
- to select appropriate specifications for public examinations, to oversee entry procedures according to the instructions of the Examinations Officer, and to meet all the requirements of examining boards in respect of such items as coursework and estimated grades;
- to create a sense of teamwork within the department, including the sharing of good practice and resources, and to support and monitor their work, through effective leadership and management;
- to be responsible for arranging sets as appropriate, for planning the departmental timetable, and for liaison with the timetabler over its implementation;
- to monitor the work of each member of the department, to provide support and direction as appropriate, and to participate in the process of feedback and appraisal;
- to ensure cover, as necessary, for absent colleagues;
- to encourage INSET and staff development, and follow up identified training needs;
- to conduct regular departmental meetings, appropriately minuted and distributed;
- to advise the High Master on the appointment of new members of departmental staff;
- to ensure the appropriate induction of new members of departmental staff;
- to be responsible for maintaining the departmental resource centre and developing its use, and for liaison with the Librarian over the purchase of new books and resource material;

- to maintain and manage the departmental budget and resources in accordance with School protocols;
- to be responsible for the departmental section of the Intranet, and for the departmental handbook;
- to ensure that the department is active in implementing the School's published policies, and especially the Child Protection and Health and Safety Policies;
- to create an environment within the department in which Paulines can develop an appreciation of the subject, and in which they receive appropriate support, whether through extension beyond the confines of the examined curriculum or remedial work;
- to monitor pupil grades awarded within the department for consistency and comparability;
- to monitor marking and report-writing within the department, and ensure adherence to departmental policy;
- to ensure that boys are informed and advised about the AS and A2 courses offered by the department and, in conjunction with the Careers and Universities department, about higher education courses in these and related subjects;
- to supervise the award of prizes in the department, and to help pupils prepare pieces for declamation at Apposition if chosen by the High Master;
- to co-ordinate and develop the use of Information and Communications Technology, as appropriate to the work of the department;
- to contribute to the management and development of the wider school curriculum through membership of the Academic Policy Committee as appropriate;
- to attend Heads of Department meetings;
- to attend Eton Group meetings as appropriate;
- to advise both senior staff, and the department, upon the implications of curriculum development at a national level for the work of the department and the School;
- to maintain contact with the corresponding Head of Department at St Paul's Juniors, and develop appropriate continuity of teaching, learning and relevant information from the Juniors to St Paul's, including reference to the transfer examination;
- to advise on the admission of boys into the Eighth Form or into other year groups other than at 13+;
- to perform such other tasks as the High Master may from time to time reasonably require.